

Acronyms and Terms

ADA:	Americans with Disabilities Act
AASHTO:	American Association of State Highway and Transportation Officials
BFI:	Bridge Foundation Investigation
CE:	Categorical Exclusion
CST:	Construction
DBE:	Disadvantaged Business Enterprise
DNR:	Department of Natural Resources
EV:	Environmental Validation
FHWA:	Federal Highway Administration
GDOT:	Georgia Department of Transportation
HPD:	Historic Preservation Division, DNR
MOU:	Memorandum of Understanding
MPO:	Metropolitan Planning Organization
NEPA:	National Environmental Policy Act of 1969, as amended
NHPA:	National Historic Preservation Act of 1966, as amended
NTP:	Notice to Proceed
OEL:	Office of Environment Location
PAWA:	Pre-Award Audit
PDG:	Pedestrian Design Guide
PE:	Preliminary Engineering
RDC:	Regional Development Centers
ROW:	Right of Way
STIP:	State Transportation Improvement Program
SWTP:	Statewide Transportation Plan
TE:	Transportation Enhancement
TEA-21:	Transportation Equity Act for the 21 st Century
WA:	Work Authorization

Advertisement:	The public announcement as required by law, inviting bids for work to be performed or materials to be furnished.
Advisory Panel:	Representatives of various agencies and organizations review applications for projects and make recommendation to the State Transportation Board.

Award:	The formal acceptance by the Department of a Bid
Bidder:	A qualified individual, firm or corporation, or combination thereof, submitting a written Proposal for the Work advertised.
Blue Book:	Publication containing equipment rental rates used to calculate construction cost estimates.
Budget:	Itemized expenses for a TE project that includes the federal funding and local match totaling project cost.
Categorical Exclusion (CE):	A finding by a Federal Agency that a project does not significantly impact the environment. Sponsors are allowed to complete a categorical exclusion form for environmental clearance and are excluded from having to prepare environmental assessments or environmental impact statements.
Concept Meeting:	A review meeting with the Sponsor's project team and GDOT staff to discuss the project concept, design elements, environmental requirements, and the process for implementing the TE project.
Concept Report:	Report outlining concept, design elements and environmental requirements for TE projects and submitted to GDOT for approval. (Required for On-System projects, optional for Off-System projects)
Construction (CST):	Phase of work where actual project construction or rehabilitation work is accomplished.
Bid Documents:	Final documents containing all information required to bid and construct a project.
Consultant:	Person / firm who assists the Sponsor in developing and constructing a project including environmental documentation, ROW activities, plan development, and construction monitoring.
Contract or Agreement:	An agreement between Sponsor and GDOT detailing project, scope, funding, time, and maintenance responsibilities.
Contractor:	Person / firm who, through contract, that have construction responsibilities for sponsor projects. For projects over \$500,000, Contract must be Pre-Qualified with GDOT.
DBE Certified	The procedure established and administered by the Department by virtue of which prospective DBE's are required to establish their ownership and control of the DBE Company.
DBE Firm:	Disadvantaged Business Enterprise (DBE): means a for-profit small business concern- (1) That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and (2) Whose management and daily business operations are controlled by economically disadvantaged individuals who own it. (3) For the purpose of Georgia Department of Transportation Program, DBE is

inclusive of Women Business Enterprises (WBE).

*Firm must be certified with GDOT to be considered a valid DBE Firm.

DBE Goal:	The percentage of the project cost to be accomplished utilizing Disadvantaged Business Enterprise.
Donated ROW:	Donated land/ property may be credited towards Sponsor's local match obligation. Credit is based on the fair market value of the land/ property as approved by the GDOT ROW Office.
Donated Services and Materials:	In-kind contributions or donated services and materials may be credited towards the sponsor's local match. The Sponsor must document the reasonable value of these donations to GDOT.
Environmental Reevaluation:	If scope of work or ROW requirements change or if the environmental studies are not accurate based on current conditions, an Environmental Reevaluation form must be completed, submitted and approved before project can proceed.
Environmental Validation:	If CE is more that six months old, an Environmental Validation form must be completed and submitted to GDOT before the Federal Work Authorization can be requested.
Federal Uniform Act:	The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, is the law governing purchase of real property on Federally assisted projects.
Field Plan Review:	Meeting to review construction plans
Final Acceptance:	Written submittal by Sponsor to Area Engineer prior to project close-out. Area Engineer will determine if project is ready for a Final Inspection. Upon completion and acceptance the Area Engineer will make Final Acceptance and notify the Sponsor of this acceptance.
Final Inspection:	Site visit with the Area Engineer and other GDOT personnel when a project is complete to determine if all construction under contract is found complete and acceptable.
Final Payment:	When Final Inspection and Final Acceptance have been made by the Area Engineer, a final statement of work performed will be prepared and submitted to District Engineer processing payment and closeout of the project.
Force Account Construction:	Use of Sponsor's labor force, equipment, materials, and/or supplies to accomplish work.
Georgia Standard Specifications:	GDOT book describing requirements for bidding, awarding, and administering construction contracts, including requirements for materials and work methods.
Innovative Financing:	An approach that permits Sponsors greater flexibility in matching federal TE funds. This includes cash donations, in-kind contributions and donated services, materials, and land/ property on a case by case basis during the PE and ROW phases.

Material Certification:	Sponsor's document certifying that materials used on project complies with GDOT Standard Specifications.
Monthly Status Reports:	Sponsor's report to project manager / area engineer covering status of project and percent complete.
MOU:	Memorandum of Understanding, executed between the sponsor and GDOT at the Preliminary Engineering phase of work. MOU's are executed to allow a Sponsor to begin PE work using local funds and using the cost of that work as part of the local match.
MPO:	Metropolitan Planning Organization: composed of local elected officials, officials of agencies that administer major modes of transportation in a designated metropolitan area and appropriate state officials and is responsible for developing transportation plans and programs. All enhancement projects in urban areas must have MPO approval.
NEPA:	National Environmental Policy Act is a federal law which requires federal agencies to consider natural and socio-economic factors before committing to a project.
NHPA:	National Historic Preservation Act is a federal law which provides for the protection, rehabilitation, restoration, and reconstruction of historic sites and objects significant in American architecture, archeology, and culture.
NTP:	Notice to Proceed is issued at the time a contract or MOU is executed. Official notice from GDOT that a sponsor can begin specified phase of work.
PE:	Preliminary Engineering or pre-construction work items such as environmental documents, planning, design plans, and right-of-way activities.
PDG:	The Pedestrian Design Guide provides design guidelines that will assist GDOT, cities, counties, private developers, design professionals, and others in designing, constructing, and maintaining pedestrian facilities in a variety of settings, including urban, suburban and rural communities throughout Georgia.
Plans:	Design plans are the Sponsor's responsibility and must insure that the design will be economically feasible and based upon sound engineering principles. Plans are to follow ADA requirements, GDOT design standards and AASHTO guidelines. The approved plans, profiles, typical cross sections, working drawings and supplemental drawings or exact reproductions thereof, which show the location, character, dimensions, and details of the work.
Pre-Qualified Contractors:	The procedure established and administered by the Department by virtue of which prospective Bidders are required to establish their responsibility and competence in advance of submission of Proposals. Upon approval by GDOT, the Contractor will receive a Certificate of Qualification.
Project Manager:	Person assigned to oversee the development of a TE project.

Property Acquisition:	Real property must be acquired in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 USC 4601, and 49 CFR Part 24). Sponsor must have an appraisal by a GDOT approved appraiser for each parcel to be purchased. GDOT will review and approve the appraisal prior to acquisition of the property. Real property acquisition includes fee simple and easement ownership.
ROW:	The Right-of-Way phase includes all activities related to real property acquisition and ROW certification.
Scope of Work:	Plan on which project will be implemented-includes sufficient information for project to be developed and prepared for bidding.
Section 106:	Section 106 of the National Historic Preservation Act of 1966 requires all Federal agencies to consider ways to avoid or mitigate adverse effects on historic properties. All TE projects are reviewed by HPD. Section 106 documentation must be approved by HPD prior to submitting the CE for approval.
Sponsor:	Government entity responsible for providing matching funding for the proposed enhancement project. Also responsible for project oversight and maintenance upon completion.
STIP:	Statewide Transportation Improvement Program is a 3 year list of transportation projects developed by GDOT for all areas of the state. All modes of transportation are included, and all TE projects which are approved for funding must be included in the STIP.
Subcontractor:	Any individual, firm, corporation, or combination thereof to which the Contractor with the written consent of the Department sublets any part of the Contract.
Supplemental Agreement:	A written Agreement entered into by and between GDOT and the Sponsor covering modifications or alterations to the original Contract, and any time modifications, work modifications or payment modifications. This Agreement becomes part of the Contract when properly executed and approved.
SWTP:	Statewide Transportation Plan is the long-range transportation plan for the state's transportation system.
TE:	Transportation Enhancement is the state program for Georgia coordinated by the Office of Planning. Project selection for the program is guided by the TE Advisory Panel and final selections made by the State Transportation Board.
TEA-21:	Transportation Equity Act for the 21 st Century is the federal legislation passed in June 1998 that replaced ISTEA. It is valid through September 2003.
WA:	Work Authorization is the GDOT request for federal funding to be approved by FHWA.
Work Schedule:	Estimate of time necessary to complete various phases of the TE project.